

Goshen Farm Preservation Society
Meeting Minutes June 17, 2015

Called by:	GFPS Board	Type of Meeting:	Board of Directors
Facilitator:	Louis Biondi	Recorder:	Sharon Biondi
Date:	June 17, 2015	Time: 7:30	7:35 PM
Location:	Cox Room, CSC Clubhouse		
BOD Attending:	Lou Biondi, Sharon Biondi, Rose Mary Stocker, Terry Brandon, Joe Poist, Roy Benner and Becky Benner		
Members Attending:	Michael Buchet		

1. The meeting was called to order on Wednesday, June 17, 2015 at 7:35 PM by President Lou Biondi.
2. President's Remarks (Lou Biondi) -
 - a) Lou reported on the meeting he and Barbara had with Color Fire regarding the GFPS Website. He also delivered pictures and articles to bring us up to date on our events. He gave Roy a CD with all of these pictures at the meeting. Roy and Becky stated that there is still a lot of cleanup that needs to be done by Color Fire. Lou stated that he has sent out a comprehensive list of changes and corrections to Color Fire. He will send this out to the Board. If there are changes that he missed they should e-mail those to Lou. There are issues with using Word Press related to security. This is being dealt with by Color Fire and is a slow process. Mobile communications for the website can be considered as a future goal. Our immediate goal is to get the web site secure and up to date.
 - b) Lou and Sharon will be handling logistics for the Wine Tasting Event and Silent Auction on August 16, 2015. He will also have a small presentation of certificates of appreciation to Val Sullivan and CG Smith at this event.
3. The Minutes of May 20, 2015 were reviewed. A motion was made by Terry to accept the Minutes as corrected and seconded by Roy. The motion carried.
4. Treasurer's report (Joe Poist) - (Financial Reports for April and May were submitted.) In response to a question about our power being cut off for 48 hours, Joe explained that BG&E rejected May's payment from GFPS and billed us for the balance that they have been carrying (that we refuted, minus \$1200.00 credit). When Joe tried to remedy this by phone there was a discrepancy on the address BG&E had on the service. This was finally resolved. Joe stated that he will up our payments to \$65.00/month to BGE based on our average bills. (Roy stated that he has experienced different address numbers for Goshen Farm. He has a document from Mianna Jopp with a different address for the Radoffs. He will research this again and revisit getting information from Public Works about various issues such as septic as relates to Goshen Farm.) April's Financial Report was reviewed. A motion was made by Becky and seconded by Rose Mary to approve April's Financial Report. The

motion carried. May's Financial Report was reviewed. A question about the Verizon Bill was answered by Joe. A motion was made by Becky and seconded by Rose Mary to approve April's Financial Report. The motion carried.

5. Committee Reports:

- a) Building & Maintenance (Vacant) – (Report submitted by Lou Biondi)
 - (1) Lou reported that the shutters he ordered for the window constructed by Edgar Blasquez and donated by a GFPS Member have been delivered. This will use up the remainder of our matching grant monies. He has sent the Capitol Grant staff a letter for approval of the shutters and an e-mail with a copy of the shutters invoice asking for payment of the purchase. (Lou purchased the shutters and hopes to be reimbursed.) Letter and e-mail attached. The cost of two historic windows has been donated. Both donators have been asked if they wish to appear as Friends of Goshen on the website and both declined.
 - (2) Lou wants a consulting engineer to come in and inspect the house, have Jane Cox approve his recommendations before any volunteers actually do the stabilizing work.
- b) Communications (John Maggio) – (No report submitted)
 - i) We will be working with Color Fire for the next year. They will manage our website at no cost to GFPS up to \$16,000.00. Our liaison at Color Fire will be Shannon Beauchamp Lepthien. Information to be posted to our website will be through The GFPS President and Events Chair. Color Fire will become a Corporate Sponsor effective June 30, 2015.
- c) Financial Development Committee (Lou, Terry and Becky) (No report submitted) All Board involved with this have been busy with the Sharing Garden and the Henson-Hall Slave Garden - labor and \$1000.00 towards materials donated by a local business who wishes to remain anonymous.
- d) Events Coordination (Barbara Morgan) – (Report as submitted)
 - i) Lou is checking with Color Fire about creating a poster for the Wine Tasting to be posted on the web site and could be printed for advertising purposes. He will check on the cost of printing these.
 - ii) Kayak/ Stand Up Paddle Board Raffle – April
 - (1) Barbara's report stated that raffle tickets were sold out. The drawing can not be done tonight because all present at the meeting have purchased tickets. Lou will find someone unconnected to the raffle to draw the ticket tomorrow, contact the winner and send out the winners name to the Board. As Barbara is out of town, he will arrange to meet with the winner and pick up the prize of their choice at Ski Haus.
 - iii) Strawberry Festival – June 6, 2015
 - (1) Barbara's report stated we made \$245.00 more than last year! She thanked all those who signed up to help and make our booth a success.
 - iv) Wine Tasting – Sunday, August 16, 2015 – Lou and Sharon will handle this event.
 - v) Summer Crush – July 31, 2015 – Cancelled due to time limitations.

- vi) Harvest Dinner – September 19, 2015 – Terry will be in charge of organizing this event with assistance from Barbara.
 - vii) Fall Open House – October 10, 2015 – In planning phase
 - viii) A Fall Mulch Sale and December Phantom Ball are still in the discussion stage.
- e) Garden (Terry Brandon) – (Report as submitted)
 - i) Terry reported that the Sharing Garden is going well. He stated that one of the items that they put into the garden packet is that if those renting do not pay for their plot by the deadline, the price will go up. He asked us to think about this for general membership renewal. Also he has had a lot of success with garden e-mails that go out to the gardeners with updates of what is happening related to the garden and Goshen Farm in general. Lou suggested that we use Mail Chimp to communicate and update the entire membership monthly about what is going on for Goshen Farm. Lou will consider this.
 - ii) The tomato crop in the greenhouse is really doing well, thanks to Terry hand pollinating the flowers.
 - e) Grounds (Roy Benner) – (Report as submitted)
 - i) Roy asked about the expense of paying Mr. Supersynski to clear the area for the Henson – Hall Slave Garden. Should that come out of his Grounds Budget? Lou suggested that we make a motion to pay for the clearing of the area out of general funds (reimburse Roy as he paid out of pocket) as soon as we have an invoice. Terry moved that we cover the cost of Supersynski clearing 3 areas of Goshen Farm out of general funds. The motion was seconded by Becky. The motion carried.
 - ii) Roy reported that the Henson – Hall Slave Garden is about 80% complete and fenced. This was aided by help from some of the gardeners. Roy showed pictures of this garden. Two picnic tables were also donated for this area. As far as a display for BB&T, Lou suggested using Walgreens to print larger pictures for a trifold display. Becky would like an example of GFPS's original trifold membership pamphlet to make new ones for this BB&T display.
 - iii) Roy discussed his concern about the location of the Memorial Grove and the orchard. We are “locking up” much open space for these two projects that we may need in the future for something else that requires open space. He suggests that we think about other configurations for both of these projects. We need to decide well before September 31, when the trees will be planted.
 - iv) We now have three bee hives at the farm.
 - v) Roy showed us the schematic for the Wildlife Pond. Roy would like to have a little bridge over a part of the pond. Roy also has the cost of trenching from the house downspouts to the pond and excavating for the pond. The cost is approximately \$4,000.00. Terry suggested an article about this and other upcoming project that we share on line and/or the newspaper to perhaps get donations from members and the general public.

- vi) Terry also suggested a newspaper article about the recent Scout Projects such as the Bee hives in order to give more recognition to these scouts. He plans on including recognition of these scouts, their leaders and families in his program for the Harvest Dinner.
 - vii) Lou will send Roy the phone number and e-mail for Eagle Scout Benjamin Marsh who did a presentation about his Eagle Scout Project for Goshen. There was a discussion about forms. Lou stated that we should have a copy of what he sent to The Boy Scout leadership for approval.
 - f) History & Research (Scott Powers) – (Report as submitted)
 - i) The most valuable update is Scott’s work with the two interns; Victoria Garbesi and Risa Slone. These two interns are involved an ongoing projects that will benefit GFPS; the living history presentation of Margaret Tydings project by Victoria and the historic articles for the Caper by Risa.
 - ii) Scott is continuing his research with Chip Pettibone who has massive amounts of data and documents related to the Pettibone family. This family came to Maryland in the 1600’s and interacted with the Gardiners and Stinchcombs. All of this information relates to Goshen Farm’s history and its early owners.
 - g) Membership (Becky Benner) – (Report as submitted)
 - i) We have 151 members for 2015. Joe suggested that we put an ad in the Caper again explaining Goshen Farm and its goals along with a membership form. He stated that he is still amazed how many CSC residents still don’t know anything about Goshen Farm Preservation Society.
6. On-going Business
- a) Review of Open Actions Items was completed.
 - i) Action: 141-05-14 – Joe will create Google Docs as our library of forms. This can go onto our website labeled “GFPS Forms”.
 - ii) Action: 158-08-14 - Roy will remove hardware from the old shutters to keep and throw out the old shutters which are rotten. Lou asked Roy to call him when he gets to this and he will help pull off the hardware.
 - iii) Action: 164- 10-14 -Michael and Lou will go up to the house with a tape and mark off the arcs for mounting new cameras. Could be 8 cameras.
 - iv) Action:165-11-14 -There was a discussion about an immediate fix for the first floor kitchen braces. Lou and Michael will discuss this later.
 - v) Roy will ask Kara Maddox about getting an estimate for taking down the Maple tree next to the Main House. **(Action Item: 191-06-15)**
 - b) Michael asked about needs for the Wine Tasting. Lou stated that we will need an extra pop-up for the Silent Auction. He will also send out a needs list as we get closer to the event.
 - c) Sharon will send Michael a list of Corporate Sponsors and Friends of Goshen for his power point update.
7. New Business
- i) Terry stated that he asked if Bob Nestruck would be willing to transition into Garden Chair, not to be fully active until the January GFPS Election. Bob has

taken some time off from his career for about a year and might have time to chair the Sharing Garden Committee. This would free Terry to become Financial Development Chair.

8. New Actions from this meeting were not reviewed.
9. A motion was made by Rose Mary and seconded by Joe to adjourn. The motion carried. The Meeting was adjourned at 9:45 PM.

ACTIONS					
Status Key: New, Working, Completed (CTD), Overcome By Events (OBE)			Color Key: Green: On target; Yellow: Issues; Red: Problems; Blue CTD or OBE		
Cntrl #	Task	POC/ Lead	Due Date	Status	Comment
056-03-11	Research available private sector and other grants for GFPS and create a feasibility report on upcoming grants (Development Committee)	Lou, Becky, Terry	05-30-11	Working	135-03-14 was folded into this action We need an updated Strategic Plan
104-10-12	Lou will contact A.A .Cares about putting a video of GFPS on their website	Lou	12-30-12	Working	Lou will video tape Barb talking about GFPS
113-07-13	Update the Business Plan for the BoE	Stu, Mike, Barbara, Lou	08-21-13	Working	General terms
141-05-14	Create a library of Financial Forms (i.e. fillable donation sheet)	Joe	06-18-14	Working	New Chairs should receive this
146-06-14	Update Committee Responsibilities	Lou	7-15-14	Working	With written input from committee chairs
147-06-14	Develop list of community events in which we may participate	Becky	8-15-14	Working	Public Relations necessity
156-08-14	Review By-laws to check tracking of donations for specific use requests	Joe	09-31-14	Working	Would like to keep funds "general"
158-08-14	Inventory existing shutters	Lou, Mike, Roy	09-15-14	Working	Need total useable shutters to determine what shutters need to be purchased or built
164-10-14	Write a proposal for a security camera system	Doug McClelland	11-05-14	Working	Additional security coverage
165-11-14	Reinstall plywood faux window in shute window and tighten screws in plywood on window on east side and check all faux windows for tightened screws	Mike Maggio	12-15-14	Working	Security / weather protection
167-11-14	Create Monthly Safety Checklist for Main House	Mike Maggio(with John's help)	12-15-14	Working	So Board knows what to look for when inspecting house
168-11-14	Strengthen downstairs support walls	Mike Maggio	01-15-15	Working	ASAP To facilitate group tours
171-12-14	Create several posters to display at the Farm with emergency Vanity Number and directions to call this number and 911	Roy	1-31-15	Working	Roy will decide the number of posters and locations to post
173-12-14	Install flag pole to display US Flag and Shaw Flag at Farm	Roy	3-01-15	Working	In Roy's Master Grounds Plan
176-12-14	Write up last MAG Event and the Broadneck HS Environmental Literacy Event at Goshen Farm and send to Roy and John Maggio for website	Lou	1-31-15	Working	Update website and give Roy a copy for his records
178-12-14	Contact AASCD to see if they have an aerial view of Goshen Farm and surrounding area that can be enlarged and edited	Roy	2-15-15	Working	Michael Buchet needs this for the Power Point slide show he is creating for GFPS
181-03-15	Lou will contact (meet) Dave Sloskey to discuss location of new Electrical Panel and problems with the two security lights on the NW corner of the Main House	Lou	04-30-15	Working	Roy suggested that the panel remain where it is
182-03-15	Lou will contact Mike Maggio to get a prioritized list of maintenance tasks for the Main House	Lou/Mike	04-30-15	Working	Main House has ongoing maintenance issues

185-03-15	Complete a list of "needs" and approximate costs for GFPS	Lou	04-30-15	Working	Lou will locate Grant Application paper work for the original list of needs and approximate cost and update. He will send draft list to Board for comment.
186-03-15	Lou will request a formal bid for the window manufactured in PA and donated by Mike Maggio	Lou/Mike	04-30-15	Working	Satisfies our two bid requirement for expenditures over \$500.00. Have not received bid from PA yet (5/15)
187-04-15	Locate original basic main house structural survey ordered by Jane Cox	Barb/Lou	05-30-15	Working	Needed for restoration plan
188-04-15	Research new specific event signage and report back to Board	Barb	5-30-15	Working	So new signs to not have to be made every year for events
189-04-15	Research gravel for driveway	Roy	5-30-15	Working	Driveway needs grading before a layer of gravel is spread.
190-04-15	Develop a statement about GFPS's future to discuss with people who may be interested in donating a window and need reassurance of our organizations long term future.	Lou	5-30-15	Working	Roy has members considering donating a window(s)
191-06-15	Ask Kara Maddox about a donation by a contractor to take down the Maple tree next to the Main House	Roy	7-30-15	Working	Kara has offered to help with this and the roots are starting to undermine the foundation of the house

RECURRING ACTIONS

	GFPS Audit	Treasurer			
Annually	ID Cards for new and changed BOD, give new chairs packets that include GFPS Forms commonly needed to conduct business	President Karen Bailey has done ID cards in 2013 and 2014	Every February		New and Changed Board Members
Every 2 years	Renew Website Domain Contract –Host Gator	Treasurer/Communications Chair	April		Both Treasurer and Communications Chair should receive contract renewal notification. Renewed in 2014.
Annually	Annual Report to the AA County Board of Education	President	January		Chief Operating Officer (Alex L. Szachnowicz, P.E.)
Annually	Renew 501 c3 status	Treasurer	April		(Federal)
Annually	Non Profit Tax preparation and filing	Treasurer	April		Annapolis Accounting has donated preparation in 2011, 2012, 2013,2014 (Chris Batista)
Every two years	CNR-First Insurance Services Renewal (liability), agent is Sharon Shipley, CPCU,CIC	Treasurer	Every other February		166 West Street, Annapolis, MD 21401 Phone:410-897-9890, ext. 219, Sharon@cnrinsurance.com ,Fax: 410-897-5957

COMPLETED ACTIONS

002-02-10	Update/create new Capital Campaign Letter	Barb/Karen	03-31-10	CTD	Target June
005-02-10	Keys to back door & gate will be made and tested	Patty	03-01-10	CTD	Blizzards prevented testing of keys, Keys tested

006-02-10	Response to General Services re :bond extension	Patty	Unknown	OBE	renewed
009-02-10	Make call to obtain donated kayak(s) raffle item	Sharon	02-31-10	CTD	Gene Barnhart did not respond.
010-02-10	Call Dave about bushel of crabs raffle item	Karen	Unknown	OBE	Not in raffle
013-03010	Get industry info on work masks for future clean-ups	Tom	04-01-10	CTD	Presented at April meeting
016-04010	Find people with chainsaws to cut down fallen trees, branches	Stu	05-01-10	CTD	
004-02-10	Update web site	Stu	unknown	CTD	Barb will e-mail clean-up volunteer list-Stu
008-02-10	Contact Lana Truelove re oral histories	Patty	Unknown	CTD	MRMS, LA project started
012-03-10	Contact Act. Chmn from Future Care for oral history sources	Kay	04-01-10	OBE	Project has started
015-04-10	Set up site meeting with Tim Lindsay, Corrine, Barb	Karen	05-03-10	CTD	Meeting June 11,2010
017-04-10	Locate, have donated, or purchase kayak(s) for raffle	Stu, Tom, Smitty	05-01-10	CTD	Barb has two at cost –Bass Pro Shop
018-05-10	Draft and send letter to Bass Pro re: Kayaks at cost	Barb	ASAP	CTD	Bass Pro gave two at cost
020-05-10	Send e-mail to Sam Gallager re: CSCIA Bd. Liaison	Stu	05-30-10	OBE	
021-05-10	Review election rules and revise if nec.	Stu	05-30-10	CTD	
022-05-10	Add number in family to membership form	Joan	05-30-10	CTD	Joan changed form
023-05-10	Consult accountant. Re: using Quick Books for Budget	Karen	ASAP	CTD	Karen ready to go
014-04-10	Set up meeting with BOE for lease	Patti	05-01-10	CTD	BOE meeting August 18 th
007-02-10	Tax filing	Patty	Unknown	CTD	Sent 9-14-2010
024-06-10	Review website for section for membership and pay on line	Karen, Stu	ASAP	CTD	Need "Donate" bar, pay on line CTE
025-09-10	Visit caretaker cottage for inspection	Paul, Barb	09-30-10	CTD	Generated partial list
019-05-10	Measure cub. Ft. needed for storage of artifact	Stu	05-30-10	CTD	12"by 12' minimum needed
029-09-10	Contact Insurance carriers for Quotes	Lou	10-30-10	CTD	Will go with CNR – Erie Insurance Quote
033-09-10	Contact Ms. Truelove, MRMS, regarding Oral history proj.	Patti	10-30-10	CTD	Mrs. Truelove says on-going GFPS will support
036-11-10	Further research on credit account	Karen	12-30-10	CTD	Reasonable cost, will continue for fundraisers
037-11-10	Write and send out letters to old members to reactivate	Joan	12-30-10	CTD	One renewal received
039-11-10	Contact Darian for CAD file for main house dimensions	Barbara	12-30-10	CTD	Jason needs for planning,
044-12-10	Contact Paula McCarthy regarding Spring event	Stu	12-30-10	CTD	Not involved with Java and Jazz this spring
045-12-10	Secure items for spring event (coffee, tea, confections, SA items)	Barb/Karen	02-30-11	CTD	
046-12-10	Contact county regarding walking path coordinates	Corinne	01-31-11	CTD	Meeting held, path coordinates identified
009-02-10	Find donated storage space for Goshen artifacts	Lou	05-01-10	CTD	No free rental storage available nearby
026-09-10	Make a list of materials needed for Caretaker Cottage Renov.	Paul, Jason	10-30-10	CTD	Paul did an initial list, Jason completed
030-09-10	Check with BOE for method of Background Check (caretaker)	Patti	10-30-10	CTD	If caretaker is employee, need bkgnd. chk,

	candidates)				If not, up to GFPS
034-09-10	Research cost of GFPS T-shirts	Karen	10-30-10	CTD	Silkscreen ordered
041-12-10	Call BGE to set up meeting regarding steps to repair power	Jason ,Barb		CTD	Electric must be permitted, installed and inspected first. Rob will handle.
047-12-10r	Ask Gordon or Benton about Bush Hog	Barbara/ Corinne		CTD	Bush hogging 3/12
052-02-11	Contact Scout Master, troop 2214 for help clearing path	Corinne	03-15-11	CTD	Agreed to help
038-11-10	Contact Karen Petroff for Corporate Letter for campaign	Karen	12-30-10	CTD	
043-12-10	Set up Facebook connection with website for comments	Barb /Karen		CTD	
049-02-11	Submit grant renewal to Host Gator	Karen	04-15-11	CTD	Grants no longer available, will pay fee
051-03-11	Paul will get materials list in an excel spreadsheet to Jason	Paul	03-14-11	CTD	To get out to ABC and other contractors
054-03-11	Modify home page calendar of events	Karen	04-30-11	CTD	Improve visibility of events
055-03-11	Make 4 extra Goshen key sets	Sharon	04-15-11	CTD	For security and Jason
027-09-10	Assign parts of list to members to call suppliers for materials donation	Barbara	11-15-10	OBE	Jason is coordinating donations for cottage
042-12-10	Locate a storage unit for onsite (purchased or donated)	Jason/Barb	02-30-11	CTD	Storage Container purchased in July for \$1000 and moved on site
052-03-11	Give copy of insurance policy to Jason	Stu	03-15-11	CTD	Questions on liability and buildings answered
062-09-11	Contact Barbara Breeden to get possible dates for Java & Jazz	Barb	12-30-11	CTD	Have dates – need to designate one
048-12-10	Make a list of corporations to target	All		CTD	
061-09-11	Trenching for electrical lines to Main House and box	Roy	12-30-11	OBE	lines will remain on poles
059-07-11	Research and set up Pay Pal account for new website	Karen	10-30-11	CTD	Will enable Nicole to set up buttons on website
063-01-12	Get quotes for letterhead stationery and envelopes	Nicole	02-15-12	CTD	Needed for all Chairs
067-02-12	Three estimates for well redevelopment, pressure tank, and lines	Roy	03-31-12	CTD	Well is viable for the present needs
068-03-12	Three estimates for completion of well development, pump, pressure tank, and lines	Roy	03-31-12	CTD	There is water for the garden and a timer to turn on and shut off
060-09-11	Create ID cards for Board and Chairs with Tax and IRS numbers	Karen	12-30-11	CTD	Make it easier to get donations of \$ and materials
066-01-12	Complete GFPS Taxes	Patty, Karen	03-31-12	CTD	
079-04-12	Add John Maggio as “admin” on Garden and GFPS Facebook pages	Nicole/Barb	04-31-12	CTD	Give John access to make changes
080-04-12	Get three quotes for raffle tickets printing	John	04-31-12	CTD	Kayak Raffle
082-04-12	Contact Kimberly Lang about Bond money drawdowns clarification	Patty	04-31-12	CTD	Meeting is June 1
084-04-12	Contact building contractor about used guttering and down spouting	Karen	04-31-12	OBE	Need new historic downspouts
058-07-11	Set up free contract with Economy Pest Control	Smitty	09-30-11	CTD	Cottage and main house done by Annap. Pest Control

064-01-12	Organize list of projects for BS projects/ Mmbr Projects	Stu	02-15-12	CTD	Suggestions from Mmbrshp Comm. Chair
085-08-12	Contact Jane Cox about roofing underlayment replacement materials	Barb	09-10-12	CTD	Needs to be ordered before roof is done on 9/29
086-08-12	Correct Open House Flyer to Sunday, September 16, 2012	John	09-01-12	CTD	Done soon so flyers can be put up
088-08-12	Get price for bulk rate for 3000 Capital Campaign letters	Karen	10-01-12	CTD	\$500.00 November mailing time frame
089-08-12	Request Port A Pot for Open House	Barb	09-01-12	CTD	Got A Go
091-08-12	Get pertinent information to Linda Beck for MES Grant presentation on new septic system	Barb, Stu, Roy, Doug	ASAP	CTD	Linda made presentation and grant was denied due to GFPS having state grant
093-08-12	Doug McClellan will contact DJ friend and then e-mail Barbara with info	Doug	09-01-12	CDT	Too expensive so using another DJ
081-04-12	Contact Annap. Chamber of commerce about not for profit table for 7/04	Patty	04-31-12	OBE	Selling Kayak raffle tickets
087-08-12	Review Capital Campaign letters with Lisa Jacobs	John	08-24-12	CTD	Karen will e-mail copies of '09 and '10 letters
035-11-10	Spray bleach behind ceiling in bathroom		12-30-10	OBE	Will be ripping that out during cleanup
092-08-12	Create letter on by-law changes to go out to members	Stu	09-15-12	CTD	Reason for this in body of minutes "New Business"
094-10-12	Thank You Letter Laura Kellman of CSC Garden Club for \$1400 donation	Smitty	11-01-12	CTD	Need info from Barbara /person /Logo...
095-10-12	Thank you Letter Naval Academy Garden Club for \$50 donation	Smitty	11-01-12	CTD	Need info from Barb /Barb Breeden
096-10-12	Thank You letter Bay Head/Beacon Hill Garden Club for \$50 donation	Smitty	11-01-12	CTD	Need info from Nicole
097-10-12	Thank you letter Suzie Clifton for jewelry fundraiser \$16.50 donation	Smitty	11-01-12	CTD	Premier Design
098-10-12	Thank you letter Roy & Barbara Landrum for \$50 donation – Mom's memory	Smitty	11-01-12	CTD	Karen gave info
100-10-12	Complete list of accomplishments since GFPS inception	Barb/Karen	11-15-12	CTD	Done in time for November memb. mailing
099-10-12	Ask Nick Neboshynsky if lead abatement estimate sent to MHT– Main House still on	Stu	11-30-12	OBE	Nick resigned as Bldg. Chair and unable to do lead clean-up
101-10-12	Add place to list skills, talents, interests on Member form \$ renewal	Barb	11-15-12	CTD	Done in time for November memb. mailing
40-012-10	Locate septic system for both houses	Roy/Greg/Doug	12-30-10	CTD	Septic Located
050-02-11	Renew Domain name	Rhonda	03-15-13	CTD	Rhonda will renew by 3/12.2013
105-02-13	Write a proposal for description and levels of Friends of GFPS	Lou	03-30-13	CTD	Acknowledge donors who are not corporations
108-02-13	Make GFPS ID Card for Mike Maggio	Karen	03-30-13	CTD	Make material purchasing official for projects
102-10-12	Create List for Oral Histories and send to Rhonda	Lou/Barbara	03-30-13	CTD	Rhonda has digital copy of recordings to date
110-07-13	Provide a list of work done by Richard's Tree Service	Roy	08-21-13	CTD	Work to be done on July 19, 2013
116-07-13	Check out Hancock's Resolution web site for ideas on displaying historic information	John	08-30-13	CTD	History Committee recommendation
117-07-13	List of members interested in conducting Oral Histories	Becky	09-21-13	CTD	Becky can use this list for Oral History & Res. Comm.
118-07-13	Send Scott Goshen Farm timeline	Barbara	08-21-13	CTD	For History Committee
111-07-13	Develop plans for the next two events	Karen, Lou	08-21-13	CTD	Open House and Wine Paring
114-07-13	Check e-mail forwarding for Board Members on web site	John	08-21-13	CTD	Problems resolved

115-07-13	Draw up an agreement that can be used with outside interests who want to work collaboratively with GFPS	Stu	08-30-13	CTD	Non-disclosure Agreement
121-08-13	Draft a formal letter to Dean Cowherd of USDA regarding Ground Penetrating Radar Plan for Goshen Farm	Stu, Lou	9/3/13	OBE	Official Response
107-02-13	Create a generic Corporate Sponsor Form to carry when making purchases	Stu	04-30-13	CTD	Suggested by Mike Maggio for future use
112-07-13	Finalize new Membership Package and distribute for discussion	Becky	08-21-13	CTD	Rough draft presented on 7-17-13
119-08-13	Forward info on who bought Harvest Dinner tickets through Pay Pal on website to Nicole	Rhonda	09-14-13	CTD	Nicole will make a list of those who have paid to be used at the event
120-08-13	E-mail Becky suggestions for the "Members – Terms of Service" list to help move this to finalization	Board Members	08-30-13	CTD	Help get this finalized for Membership package and posting at Goshen Farm
125-09-13	Contact Kim Langkan at Board of Public Works for procedures for Matching Grant draw downs	Rhonda	10-15-13	CTD	Need this info ASAP
123-09-13	Create a list of tasks for volunteers from Naval Academy	Roy with Board input	10-30-13	CTD	Tasks will be completed under auspices of NRSCD and work is scheduled for November 23, 2013
124-09-13	Check available dates for the CSC Clubhouse	Barb	10-30-13	CTD	Java and Jazz 3-18-14
126-10-13	Contact Annapolis Pest Control for Main House treatment for termites and other pests	Sharon	10-17-13	CTD	termite treatment done October, 2013
128-10-13	Send out e-mail blast to all members for Sharing Garden Chair Vacancy	Barbara	11-25-13	CTD	Present Chair leaving 1/01/14
083-04-12	Get list of Dr. Radoff's books to Roy and Becky	Roy, Becky	04-31-12	CTD	Bab has complete list. Becky will needs titles, etc. to research value when the opportunity presents itself
122-09-13	Build Committee will complete a general summary of projects completed for mid-year report from the President to AACPS	Stu	01-15-14	CTD	Stu sent this summary to Barbara
028-09-10	Contact CAT South for Technical assistance	Stu	10-30-10	OBE, on hold	Must first submit architect's plans to BOE On hold at this time
031-09-10	Identify duties and qualifications for caretaker			Working, on hold	Same as above On hold at this time
032-09-10	Identify rent/ utilities for Caretaker Cottage			On Hold	Jan '11 Clean-up On hold at this time
053-03-11	Research cost and possible donation of heat pump, HVAC SYSTEM	Bldg. Chair	04-15-11	working	Heat pump vs. window ac and baseboard heat On hold at this time
057-04-11	Get completed plans for caretaker cottage to BOE	Bldg. chair	10-10-11	On Hold	Roy will contact Richard Luxembourg. On hold at this time
134-03-14	Contact Ski Haus for raffle item(s)	John	03-30-14	CTD	ASAP so can print raffle tickets
090-08-12	e-mail communications Schema for web page visitors to contact Bd. Members or Chairs directly	John	09-30-12	CTD	Presently e-mail requests go to gfps1783.com and Barb forwards to appropriate person
109-07-13	Create list of do's and don'ts for GFPS Members – Terms of Service for membership	Becky	08-21-13	CTD	For the new Membership Packet
127-10-13	Create a job description for Sharing Garden Chair	Becky, Roy	11-20-13	CTD	ASAP Needed for new Chair
130-11-13	Update Silent Auction Spreadsheet and send to Michael Buchet	Sharon	1-15-13	CTD	Need for next year's auction
131-11-13	Create a Friends of Goshen List to send to John for website	Sharon	1-15-13	CTD	With help from Rhonda and Becky
136-03-14	Locate and send copy of signed BOE lease to BOD	Lou	03-30-14	CTD	Need to review for grant constraints

142-05-14	Check By-laws for BOD's ability to change check procedure	Lou	05-28-14	CTD	Electronic checking is allowed but the remainder of Joe Poists' Motion is withdrawn and will be addressed at the Annual meeting for a BY- laws change
143-05-14	Purchase blank certificates and complete on for Dean Cowherd for lectures on the Soil Pit, etc. at the April Open House	Lou/Smitty	06-30-14	CTD	Purchased and will be kept by president. Dean Cowherd's certificate is completed and will be presented at Sept. 20 th Open House
103-10-12	Security System Research	Lou, Stu	11-30-12	CTD	Lou tested camera purchased by Piers Committee and found it to be ineffective for our needs. He will investigate other security systems and report back
139-04-14	Assess upstairs cedar closet for storing Dr. Radoff's Books	Stu	05-21-14	CTD	Need to move from Jim McCrea's shed
140-04-14	Contact port-a-pot rental company about cost/feasibility of moving pot outside of fenced area	Lou	05-21-14	CTD	Gardeners need and would like to raise funds for renting thru October
145-06-14	Create subset to New Actions for recurring actions	Lou/Sharon	07-15-14	CTD	Solve issue of forgetting reoccurring actions such as renewals, etc. that occur yearly, every two years, ...
129-11-13	Update Network for Good	John	12-15-13	OBE	Taken off website – use Pay Pal
151-07-14	Move Radoff books to cedar closet	Stu	09-31-14	CTD	Moved to safe area in Main House
153-07-14	Contact Small Museum Association for carrier information for GFPS insurance protection for Main House	Becky	07-31-14	CTD	Huntington T Block Insurance Agency, Inc. There is a carrier they recommend for historic houses
144-05-14	Write letter to the new AACPS Superintendent inviting him to Goshen Farm	Lou	06030-14	CTD	New Superintendent, Dr. Arlotto, responded with a letter. Would like to visit Goshen Farm
149-06-14	Remove trailer load of scrap metal from behind the storage trailer	Stu	07-31-14	CTD	Used money from sale of metal towards roof repair
154-07-14	Write article to send out to website, The Capital, The Bay Weekly, ETC.	Lou	07-31-14	CTD	Received Mike Maggio's estimate of repair costs
161-08-14	Send Joe Poist donation form created by Building Committee	Stu	09-15-14	CTD	Will edit to use for all donations
150-07-14	Install new security system	Lou, Roy, Mike	08-31-14	CTD	System installed in early October
157-08-14	Survey what is needed for shutter installation	Lou/Mike	09-15-14	CTD	One shutter built, estimate of materials, cost and installation completed
159-08-14	Check current liability insurance coverage to see if needs expansion	Lou	09-04-14	CTD	Will be checking with other Insurers for better coverage and price
160-08-14	Create a Development Search Committee (Adhoc)	Terry, Becky, Lou	10-01-14	CTD	Terry, Becky and Lou will work on development of sustainable funding. (Still looking for a permanent Chair for this committee.)
162-09-14	Research "Vanity phone number" for emergency calls related to Goshen Farm	John	10-15-14	CTD	Number for members to call when they are at the Farm and have an emergency; should call 911 first
163-10-14	Send Lou the list of approved vendors	Stu	10-30-14	CTD	Use the remaining grant money for shutters
137-03-14	Research Composting Toilets and present proposal to BOD	Terry, Roy	04-16-14	CTD	ASAP (Porta-Pot will be removed Oct. 1, 2104)
138-04-14	Consolidate information from PR Bazaar contacts on a spreadsheet	Lou	05-21-14	CTD	Send out copy of spreadsheet to all BOD
148-06-14	Develop by-law language on ability of Treasurer only to sign checks and have President, Vice President and Treasurer execute a monthly audit of all GFPS accounts	Joe, Lou	11-01-14	CTD	Facilitate paying invoices in a timely manner and current wording in by-laws is outdated relative to accounting practices

152-07-14	Contact Board of Ed concerning storm damage and their insurance coverage	Lou	07-31-14	OBE	If BOE will not aid in repairs must research more GFPS insurance coverage. Lou will put options on upcoming agenda
155-07-14	Create wallet size GFPS BOD list with names, phone numbers, ETC	Lou	08-31-14	OBE	Use Board contact sheet For facilitating emergency communication to full BOD
166-11-14	e-mail Vanity phone number to Board	John /Lou	11-22-14	CTD	Also Post at Goshen Farm
169-12-14	Contact Mike Maggio to secure all window plywood, secure support beams in kitchen, and check that house is clean by 1/1/15 per MJM Construction and Repair contract	Stu	12-24-14	CTD	Stu will report back Mike's response to Lou by 12-24 Mike has not responded as of 02/28/15
170-12-14	Write up November Brownie Troop Fieldtrip and send to Lou and John Maggio (website)	Roy	1-15-15	CTD	Write up needed for Lou's report to the BOE and for John to update GFPS Website
174-12-14	Set up Events Planning Meeting in Early January in Cox Room	Barbara	12-23-15	CTD	Review success of current events and discuss possible changes. Try to set an Events Calendar
175-12-14	Set up plans for MAG projects for spring	Roy, Terry	1-31-15	CTD	Related to Memorial Grove and Orchard trees
177-12-14	Set up a fillable form for scheduling security system monitoring and send out to Board	Lou	1-31-15	CTD	Will determine which Board member the system will call first for scheduled weeks.
179-12-14	Lou will resend the fillable form he created for donations	Lou	12-31-14	CTD	Needed so Chairs can monitor committee expenses and create their committee budgets
180-03-15	Lou, after Board discussion will write up "sense of the Board" on Cheryl Miller's Proposal, Historic Annapolis's Project Hope, as it relates to GFPS	Lou and Board	04-30-15	Postponed until 2016	Project Hope proposes using ¼ acre for an organic garden to donate produce to underserved communities in Annapolis
172-12-14	Rework Sharing Garden Member Packet	Terry	2-15-15	CTD	Updated
183-03-15	Roy will install hoses to drain humidifier water to the outside	Roy	04-30-15	CTD	Humidifiers are presently turned off
184-03-15	Becky will send Lou "permission to release" form to Lou	Becky	04-15-15	CTD	Terry needs this to put photos on the website